



U.S. AIR FORCE



***I n t e g r i t y - S e r v i c e - E x c e l l e n
c e***

Modifications

Date: 29 Mar 2007

Email:

Phone: 325-654-3994



Objectives



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- Definitions
- FAR References
- Unilateral Modifications
- Bilateral Modifications
- Modification Authority Chart
- Extensive tutorial



Definitions



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- A unilateral modification is a contract modification signed only by the contracting officer ([FAR 43.103\(b\)](#)).
- A bilateral modification is a contract modification that is signed by both the contractor and the contracting officer ([FAR 43.103\(a\)](#)).



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Unilateral Modifications



- Signed only by the Contracting Officer.
- Effective date is the date it is issued.
 - The date signed by the Contracting Officer should be the same as the effective date.
- For a unilateral modification to be placed into effect it must change hands.



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Unilateral Modifications Cont.



- Making administrative changes (correction of typographical errors, accounting and appropriation data, paying office, mailing address) that do not affect the substantive rights of the parties.
 - Standard form 30, block 13B applies. No authority needs to be cited.
- Issuing change orders under the authority of the applicable “changes” clause.
 - Standard form 30, block 13A applies. Cite the appropriate changes clause as authority.



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Unilateral Modifications Cont.



- Issuing termination notices (T for C/D).
- Exercising options.
- Suspension of work/stop work notices.
 - Standard form 30, block 13D applies. Cite the appropriate contract clause as authority.



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Bilateral/ Supplemental Mods



Commercial Modification (Continued)

- IAW 52.212-4 (c)
 - *Changes.* “Changes in the terms and conditions of this contract may be made only by written agreement of the parties.”



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Bilateral/ Supplemental Mods



- Making changes within the general scope of the contract as authorized by various clauses or provisions within the contract.
- Cite the appropriate clause in Block 13C of the SF30.
- Typical citations and examples:
 - Changes clause for changes in specs/SOW, delivery, work hours, materials, etc.
 - Default clause for time extensions agreed as result of un-excusable contractor delays.
 - Disputes clause for funding payment as result of claims.



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Bilateral/ Supplemental Mods



- Option clause for extending the term of contract when other changes are also being made that require contractor agreement.
- Excusable delays clause for time extensions when contractor delays are beyond the contractor's control.
- Differing site conditions clause for equitable adjustment in price/time of performance.
- Suspension of work clause for adjustment of price as result of CO unreasonable delay actions.



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Bilateral/ Supplemental Mods



- Government delay of work clause for adjustment in price/delivery as result of CO unreasonable delay actions.
- Termination for convenience clause for funding negotiated settlement.
- Fair labor standards act and service contract act – price adjustment clause for funding price adjustment as a result of a change in wage determination.



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PD2 MODIFICATIONS



Basic Rules of Contracting

■ Can a modification document stand on its own?

- No, there must be a MFR and/or other supporting documentation in the file.
- There should be something requesting the change
- If it has something to do with pricing, there should be documentation as to the reasonableness of the price change
- There should generally be coordination with the customer
- These records should be in both the soft copy in PD² and the hardcopy file



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Modification Authorities



- The following table is a guide for buyers and COs to help determine the appropriate authority for modification issuance. The specific facts surrounding the individual modification should always be analyzed. The general rule is to cite the explicit authority, which is that authority expressly written into the contract, before citing a more general authority such as Title 10 USC chapter 137 General Modification Authority.



Modification Authorities



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Modification Subject	Authority
Award fee, payment of	Award Fee Clause in Section H
Base support, the furnishing of	AFMC FARS 52.245-9004 Base Support
Data, adding of (within the limits of the J&A)	FAR 52.243-1 Changes--Fixed Price, 52.243-2 Changes--Cost Reimbursement, or 52.243-3 Changes Time-and- Material or Labor-Hour
Data, changing or revising	FAR 52.243-1 Changes--Fixed Price, 52.243-2 Changes--Cost Reimbursement, or 52.243-3 Changes Time-and- Material or Labor-Hour
Defects in supplies, correction of	Warranty clause or Correction of Deficiency Clause in Section H
Defective cost or pricing data, price reduction for	FAR 52.215-10 Price Reduction for Defect Cost or Pricing Data or 52.215-11 Price Reduction for Defective Cost or Pricing Data
Definitization of a Change Order	FAR 52.243-1 Changes--Fixed Price, 52.243-2 Changes--Cost Reimbursement, or 52.243-3 Changes Time-and- Material or Labor-Hour
Definitization of a Letter Contract	FAR 52.216-25 Contract Definitization
Delivery, change in the place of	FAR 52.243-1 Changes--Fixed Price, 52.243-2 Changes--Cost Reimbursement, or 52.243-3 Changes Time-and- Material or Labor-Hour
Delivery, schedule extension (CR)	FAR 52.249-14 Excusable Delays
Delivery, schedule extension (FP)	FAR 52.242-17 Government Delay of Work or 52.249-8 Default Fixed-Price Supply and Service



Modification Authorities



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Designs, drawings, specification, and SOW, change in	FAR 52.243-1 Changes--Fixed Price, 52.243-2 Changes--Cost Reimbursement, or 52.243-3 Changes Time-and- Material or Labor-Hour
Drawings, designs, specification, and SOW, change in	FAR 52.243-1 Changes--Fixed Price, 52.243-2 Changes--Cost Reimbursement, or 52.243-3 Changes Time-and- Material or Labor-Hour
ECP, incorporation of	FAR 52.243-1 Changes--Fixed Price, 52.243-2 Changes--Cost Reimbursement, or 52.243-3 Changes Time-and- Material or Labor-Hour
Economic Price Adjustment (EPA)	FAR 52.216-2 Economic price Adjustment--Standard Supplies 52.216-3 Economic Price Adjustment--Semistandard Supplies 52.216-4 Economic Price Adjustment--Labor and Material
Funding an overrun (fully funded cost reimbursement (CR) contract)	FAR 52.232-20 Limitation of Cost
Funding, increase of (fixed-price contract)	DFARS 252.232-7007 Limitation of Government's Obligation
Funding, increase of (incrementally funded CR contract)	FAR 52.232-22 Limitation of Funds
GFP (Government Furnished Property), disposition of	FAR 52.245-4 thru 7
GFP, increase or decrease of	FAR 52.245-4 thru 7
GFP, replacement of	FAR 52.245-4 thru 7
GFP, repair of	FAR 52.245-4 thru 7
Incentive price revision (FPIF), final price revision or funding to ceiling	FAR 52.216-16 Incentive Price Revision--Firm Target



Modification Authorities



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Incentive price revision (FPIS), establishing a firm-fixed price or firm targets	FAR 52.216-17 Incentive Price Revision--Successive Targets
Make or buy program, changes in	FAR 52.215-9 Changes or Additions to Make-or-Buy Program
New work, requiring J&A	Cite the appropriate exemption to CICA (10 U.S.C. 2304 (c) (1) thru (7))
Option, exercise of (IAW contract, unilateral)	FAR 52.217-6 Option for Increased Quantity , 52.217-7 Option for Increased Quantity--Separately-Priced Line Item 52.217-8 Option to Extend Services , or 52.217-9 Option to Extend the Term of the Contract
Option, exercise of (not IAW contract, bilateral)	Cite the appropriate exemption to CICA (10 U.S.C. 2304 (c) (1) thru (7))
Other Modifications, not explicitly authorized under the contract	TITLE 10 USC Chapter 137, General Modification Authority.
Packing or shipment, change in the method of	FAR 52.243-1 Changes--Fixed Price , 52.243-2 Changes--Cost Reimbursement , or 52.243-3 Changes Time-and- Material or Labor-Hour



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Modification Authorities



Progress payments, adding after award	FAR 52.232-16 Progress Payments
Progress payments, increasing rate or liquidation rate	FAR 52.232-16 Progress Payments
Shipment or packing, change in the method of	FAR 52.243-1 Changes--Fixed Price , 52.243-2 Changes--Cost Reimbursement , or 52.243-3 Changes Time-and- Material or Labor-Hour
SOW, specification, designs, and drawings, change in	FAR 52.243-1 Changes--Fixed Price , 52.243-2 Changes--Cost Reimbursement , or 52.243-3 Changes Time-and- Material or Labor-Hour
Specification, designs, drawings, and SOW, change in	FAR 52.243-1 Changes--Fixed Price , 52.243-2 Changes--Cost Reimbursement , or 52.243-3 Changes Time-and- Material or Labor-Hour
Stop Work	FAR 52.242-15 Stop-Work Order
Termination for Convenience	FAR 52.249-1 thru 7
Termination for Default	Far 52.249-8 thru 10
Value Engineering Change Proposal (VECP), incorporation of	FAR 52.248-1 Value Engineering , 52.248-2 Value Engineering--Architect-Engineer , or 52.248-3 Value Engineering--Construction



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PD2 MODIFICATIONS



1. Highlight Order

Procurement Desktop - Defense - [FA3030-04-P-0102 Laser Printer]

File Edit Procurement Reference Utilities Window Help

Requirements
Pre-Award / Award
Post-Award
Validate Funds...
Generate Document... Ctrl+G
Approvals...
Release
Estimate, Proposal, and Negotiation
Milestone Plan
Checklist...
Contract Distribution List...
CBD Announcement...
Correspondence Log...
Memorandum of Agreement... Attachment
RFQ2
Customer Feedback Form...
EDI Transmit...
DD 1057 Feeder Information...
Tracking Codes...
Document Chain Information...
Document Rename/Renumber...
Reports...
Workload Management...
Automatic Assignment
User Workload...

Modification
Modification Linking...
Multiple Contracts Modification...
Orders
Agreement Orders/Contracts
BPA Call...
Imprest Fund Management...
Award Status...
Agreement Status...
Vendor Performance...
Audit Tracking...
Vendor Dispute Tracking...
Closeout
Termination
No Cost Cancellation
Agreement Discontinuation
Contract Data Cover Sheet...
Delivery
Discrepancy Report
Payment Request
Payment
Tracking Source...

Number	Description	Date	Time	User
FA3030-04-P-0102	Commercial Contract Award	08 FEB 06	14:45	dbailey
FA3030-04-P-0102	Contract Completion Statement	08 FEB 06	14:45	dbailey
FA3030-04-P-0102	Award checklist	08 FEB 06	14:45	dbailey

Ready | October 11, 2006 5:57 PM

Start | Inboxes - Microsoft Outlook | \\gdf-fs-005\17msg\17C... | Procurement Desktop | Document1 - Microsoft W... | 5:58 PM

2. Click on Procurement
3. Click on Post Award
4. Click on Modification



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PD2 MODIFICATIONS

Zero Defect

Procurement Desktop - Defense

File Edit Line Items Document Options Window Help

UnNamed - 1

SF30 1-10 SF30 13-16 SF1449 1-16 SF1449 17-26 SF1449 27-31 Clauses

2. AMENDMENT
4. REQUISITION
6. ISSUED BY
8. NAME AND ADDRESS

Number: FA3030 - 04 - P - 0102 - U 00001

Description: Price and Del Dt Change

Reason for Modification:
See Schedule

OK Cancel

Details... Add

CODE FACILITY CODE 108. DATED (\$SEE ITEM 13)

Folder
Committee Reviews
New PRs

02 SEP 05 19:05
drasmuss
10 JUN 05 16:09
dbailey

Ready October 11, 2006 5:58 PM

Start | Inbox - Microsoft Outlook | \\gdf-fs-005\17msg\17C... | Procurement Desktop ... | Document1 - Microsoft W... | 5:59 PM

Name your document



-
- The screenshot displays the 'Procurement Desktop - Defense' application. A 'Commercial Award Modification - FA3030-04-P-0102' form is visible in the background, showing details for a Department of Defense amendment. Overlaid on this is the 'Address Search' dialog box. The dialog box has a 'Search Criteria' section with 'FA3030' entered and an 'Address Type' dropdown set to 'Issuing Office Address'. The 'Search By' section includes radio buttons for 'Organization Name', 'City', 'ZIP Code', 'CAGE Code', 'Contact Name', 'Local Code', 'State', 'Phone Number', and 'Geographic Region'. Below this is an alphabetical index and a list of search results for the '17TH CONTRACTING SQUADRON - FA3030'. The results table lists entries with columns for 'Address', 'Phone Number', and 'Approved'. The entry for 'DODAAD/UIC.DODAAAN' is highlighted. At the bottom of the dialog are 'Search', 'Select', 'New', 'New Address', and 'Cancel' buttons. The background form also shows a 'Details...' button and a 'Delete' button. The system tray at the bottom indicates the date and time as 'October 11, 2006 5:59 PM'.
- Address Search**
- Search Criteria: FA3030
- Address Type: Issuing Office Address
- Search By:
- ☐ Organization Name
 - ☐ City
 - ☐ ZIP Code
 - ☐ CAGE Code
 - ☐ Contact Name
 - ☐ Local Code
 - ☐ State
 - ☐ Phone Number
 - ☐ Geographic Region
- A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other
- 17TH CONTRACTING SQUADRON - FA3030**
- | DODAAD/UIC.DODAAAN | Local Code | Phone Number | Approved |
|---|------------|----------------|-------------------------------------|
| FA3030 | LGCP00 | (325) 654-3816 | <input checked="" type="checkbox"/> |
| 210 SCHERZ BLVD SHARON.AVERILL@GOODFELLOW.AF.MIL GOODFELLOW AFB, TX 76908-4705 | | | |
| FA3030 | LGCP00 | (325) 654-5134 | <input checked="" type="checkbox"/> |
| 210 SCHERZ BLVD JONATHAN.WOOD@GOODFELLOW.AF.MIL GOODFELLOW AFB, TX 76908-4705 | | | |
| FA3030 | LGCP00 | (325) 654-3816 | <input checked="" type="checkbox"/> |
| 210 SCHERZ BLVD BRENTON.DUMAS@GOODFELLOW.AF.MIL GOODFELLOW AFB, TX 76908-4705 | | | |
| FA3030 | LGCP00 | (325) 654-5135 | <input checked="" type="checkbox"/> |
| 210 SCHERZ BLVD ROGER.SEWALL@GOODFELLOW.AF.MIL GOODFELLOW AFB, TX 76908-4705 | | | |
| FA3030 | LGCP00 | (325) 654-3814 | <input checked="" type="checkbox"/> |
| 210 SCHERZ BLVD DIANE.RASMUSSEN@GOODFELLOW.AF.MIL GOODFELLOW AFB, TX 76908-4705 | | | |
- Search Select New New Address Cancel



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PD2 MODIFICATIONS



1. Generally the CO
2. Click OK

The screenshot displays the 'Procurement Desktop - Defense' application window. A 'Commercial Av' window is open, showing a list of items. An 'Address Layout Details' dialog box is overlaid on top, with the 'Layout Name' set to 'Standard (U.S.)'. The dialog box contains the following text:

17TH CONTRACTING SQUADRON -FA3030
210 SCHERZ BLVD
DIANE.RASMUSSEN@GOODFELLOW.AF.MIL
GOODFELLOW AFB TX 76908-4705

Buttons for 'OK' and 'Cancel' are visible. Below the dialog box, there are 'Details...' and 'Add' buttons. The main window also shows a table with columns for 'Date', 'Type', and 'Refresh'. The table contains the following data:

Date	Type	Refresh
02 SEP 05 19:05	drasmuss	
10 JUN 05 16:09	dbailey	

The bottom of the window shows the Windows taskbar with the Start button, several open applications (Inbox - Microsoft Outlook, Procurement Desktop, Document1 - Microsoft Word), and the system clock showing 'October 11, 2006 6:00 PM'.



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PD2 MODIFICATIONS



1. Fill in Administered By
2. Click on Add
3. Fill in FA3030
4. Find the correct name
5. Click on Select

Procurement Desktop - Defense

File Edit Line Items Document Options Window Help

Commercial Award Modification - FA3030-04-P-0102-U00001

SF30 1-10 SF30 13-16 SF1449 1-16 SF1449 17-26 SF1449 27-31 Clauses

DEPARTMENT OF DEFENSE
AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE PAGE OF PAGES
J 1

2. AMENDMENT/MODIFICATION NO. U00001

3. EFFECTIVE DATE

4. REQUISITION/PURCHASE REQ. NO. FUTSDR420124

5. PROJECT NO. (if applicable)

6. ISSUED BY FA3030
17TH CONTRACTING SQUADRON - FA3030

7. ADMINISTERED BY (if other than item 6)

See Item 6

Details... Delete

Details... Add

8. NAME AND ADDRESS OF CONTRACTOR (No., street, c
FORCE 3

CODE OTC64 FACILITY CODE

Folder Committee Reviews

Folder New PRs

Address Search

Search Criteria FA3030%

Address Type Administering Office

Search By

☐ Organization Name ☒ DODAAD/UIC/DODAA ☐ City ☐ ZIP Code ☐ CAGE Code

☐ Contact Name ☐ Local Code ☐ State ☐ Phone Number ☐ Geographic Region

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other

17TH CONTRACTING SQUADRON - FA3030

DODAAD/UIC/DODAA	Local Code	Phone Number	Approved
FA3030	LGCBO0	(325) 654-3994	<input type="checkbox"/>
210 SCHERZ BLVD LIDIA.IYASSU@GOODFELLOW.AF.MIL	GOODFELLOW AFB, TX	76908-4705	<input type="checkbox"/>
FA3030	LGCBO0	(325) 654-4547	<input checked="" type="checkbox"/>
210 SCHERZ BLVD CHRISTINA.GUNDERMAN@GOODFELLOW.AF.MIL	GOODFELLOW AFB, TX	76908-4705	<input checked="" type="checkbox"/>
FA3030	LGCP00	(325) 654-4423	<input checked="" type="checkbox"/>
210 SCHERZ BLVD SAMUEL.HUTCHINS@GOODFELLOW.AF.MIL	GOODFELLOW AFB, TX	76908-4705	<input checked="" type="checkbox"/>
FA3030	LGCP00	(325) 654-3816	<input checked="" type="checkbox"/>
210 SCHERZ BLVD SHARON.AVERILL@GOODFELLOW.AF.MIL	GOODFELLOW AFB, TX	76908-4705	<input checked="" type="checkbox"/>
FA3030	LGCP00	(325) 654-3816	<input checked="" type="checkbox"/>
210 SCHERZ BLVD BRENTON.DUMAS@GOODFELLOW.AF.MIL	GOODFELLOW AFB, TX	76908-4705	<input checked="" type="checkbox"/>

Search Select New New Address Cancel

Ready October 11, 2006 6:00 PM

Start Inbox - Microsoft O... \\gdf-fs-005\17ms... Procurement De... Document1 - Micro... 6:01 PM



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PD2 MODIFICATIONS



1. If correct
2. Click OK

The screenshot shows the 'Procurement Desktop - Defense' application window. The main form is titled 'Commercial Award Modification - FA3030-04-P-0102'. It contains several sections for data entry, including 'DEPARTMENT OF DEFENSE', 'AMENDMENT OF SOLICITATION/MODIFICATION OF', and '17TH CONTRACTING SQUADRON - FA3030'. A dialog box titled 'Address Layout Details' is open, showing a 'Layout Name' dropdown set to 'Standard (U.S.)' and a text area containing the address: '17TH CONTRACTING SQUADRON - FA3030', '210 SCHERZ BLVD', 'BRENTON DUMAS@GOODFELLOW.AF.MIL', and 'GOODFELLOW AFB TX 76908-4705'. The dialog has 'OK' and 'Cancel' buttons. The main form also has 'Details...' and 'Delete' buttons for various sections. The bottom of the screen shows a Windows taskbar with the date 'October 11, 2006 6:01 PM' and several open applications.



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PD2 MODIFICATIONS



**Shift double
Click for date
- Double click
date**

Procurement Desktop - Defense

File Edit Line Items Document Options Window Help

SF301 OCT 2006 A3030-04-P-0102-U00001

49 1-16 SF1449 17-26 SF1449 27-31 Clauses

1. CONTRACT ID CODE	PAGE OF PAGES
J	1
3. EFFECTIVE DATE	
5. PROJECT NO. (if applicable)	
6. ISSUED BY (if other than item 6)	FA3030
17TH CONTRACTING SQUADRON -FA3030	17TH CONTRACTING SQUADRON -FA3030
Details...	Delete
Details...	Delete
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)	9A. AMENDMENT OF SOLICITATION NO.
FORCE 3	
Details...	Delete
CODE	FACILITY CODE
OTC84	
Add	
10A. MODIFICATION OF CONTRACT/ORDER NO.	
FA3030-04-P-0102	
10B. DATED (SEE ITEM 13)	
24-AUG-2004	

Folder

Committee Reviews

Folder

New PRs

Folder

02 SEP 05 19:05
drasmuss

10 JUN 05 16:09
dbailey

Ready

October 11, 2008 6:01 PM

Start

Inbox - Microsoft O...

\\gdf-fs-005\17ms...

Procurement De...

Document1 - Micro...

6:02 PM



**Fill in Block 14
generally with
“See Schedule”**

24



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PD2 MODIFICATIONS



Go to the part
of the order you
need to change

Procurement Desktop - Defense

File Edit Line Items Document Options Window Help

Commercial Award Modification - FA3030-04-P-0102-U000001

SF30 1-10 SF30 13-16 SF1449 1-16 **SF1449 17-26** SF1449 27-31 Clauses

17a. CONTRACTOR/OFFEROR CODE 0TC84 FORCE 3	18a. PAYMENT WILL BE MADE BY CODE F60700 DFAS-SA/P												
Details... Delete	Details... Delete												
FACILITY CODE Add													
17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER <input type="checkbox"/>	18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM												
Values may be rounded for display purposes.													
<table border="1"><thead><tr><th>Item/Subitem Number</th><th>Description</th><th>Quantity</th><th>Unit of Issue</th><th>Unit Cost</th><th>Total Cost</th></tr></thead><tbody><tr><td>2400</td><td>ADP COMPONENTS</td><td>1</td><td>Each</td><td>3,995.00</td><td>3,995.00</td></tr></tbody></table>		Item/Subitem Number	Description	Quantity	Unit of Issue	Unit Cost	Total Cost	2400	ADP COMPONENTS	1	Each	3,995.00	3,995.00
Item/Subitem Number	Description	Quantity	Unit of Issue	Unit Cost	Total Cost								
2400	ADP COMPONENTS	1	Each	3,995.00	3,995.00								
25. ACCOUNTING AND APPROPRIATION DATA See Schedule													
26. TOTAL AWARD AMOUNT \$3,995.00													

Folder
Committee Reviews
Folder
New PRs
Folder

02 SEP 05 19:05
drasmuss
10 JUN 05 16:09
dbailey

Ready October 11, 2006 6:03 PM

Start | Inbox - Microsoft O... | Wgdf-fs-005\17ms... | Procurement De... | Document1 - Micro... | 6:04 PM



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PD2 MODIFICATIONS



First we are
doing a
Delivery date
change.

Then we will do
a
Unit price
change.

- Click on
Delivery

Procurement Desktop - Defense

File Edit Line Items Document Options Window Help

Line Item Detail Modifications

Detail Description Pricing Funding Shipping Payment Local Info

Line Item Number: 2400 Contract Type: FFP IDC Type: N/A Hand Carry: ☐

NSN: 7050-CO-MPO-NENT CLIN Type: Priced Info Only

Description: ADP COMPONENTS

Extended Description: PRINTER, COLOR LED, 120 V (ENGLISH)
MFR: OKIDATA MODEL: C9500DNX
P/N: 62417607

Item Information	Quantity	Unit Price	Line Item Cost
Amount of Mod.	1.00	3,995.00	3,995.00
	0.00	0.00	0.00
New Totals	1.00	3,995.00	3,995.00

Unit of Issue: Each Options: Opt # Cost Constraint

Stepladder Pricing: ☐ Test Type: No Test Exhibit: ☐ Include Sublines: ☐

Template: FFP N/A - Default

Global Chg Test Info Delivery

CLIN Add Insert SubCLIN Add Insert Delete Associate OK Cancel

Folder Committee Reviews 02 SEP 05 19:05 drasmuss

Folder New PRs 10 JUN 05 16:09 dbailey

Ready October 11, 2006 6:03 PM

Start | Inbox - Microsoft O... | Wgdf-fs-005\17ms... | Procurement De... | Document1 - Micro... | 6:04 PM



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PD2 MODIFICATIONS



Click on change

Procurement Desktop - Defense

File Edit Line Items Document Options Window Help

Delivery Schedule

Line Item Information:

Number: 2400 Total Quantity: 1.00

Description: ADP COMPONENTS

Global Chg...

Sort by: ☒ Date ☐ Location

Date	Quantity	Location
23-Sep-2004	1.00	17 TRSS/TSN - FUTSDR

Add

Delivery

POP

Change

Copy

Delete

View

OK

Cancel

Folder

Committee Reviews

Folder

New PRs

Folder

02 SEP 05 19:05
drasmuss

10 JUN 05 16:09
dbailey

Ready

October 11, 2006 6:05 PM

Start

Inbox - Microsoft O...

Wgdf-fs-005\17ms...

Procurement De...

Document1 - Micro...

6:05 PM



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1. **Shift double click on the date**
2. **Double click on new date**
3. **Click OK**

The screenshot shows the 'Procurement Desktop - Defense' application window. A calendar for October 2006 is open, showing the date 11th. The main form displays the following information:

- Total Quantity:** 1.00
- Description:** ADP COMPONENTS
- Quantity:** 1.00
- Address:** 17 TRSS/TSN - FUTSDR
- CODE:** FUTSDR

Buttons at the bottom of the form include 'Details...', 'Delete', 'OK', and 'Cancel'. The taskbar at the bottom shows the Start button and several open applications: 'Inbox - Microsoft O...', 'Wgdf-fs-005\17ms...', 'Procurement De...', and 'Document1 - Micro...'. The system clock indicates 'October 11, 2006 6:05 PM'.



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PD2 MODIFICATIONS



- If correct
- Click OK

The screenshot shows the 'Procurement Desktop - Defense' application window. A 'Delivery Schedule' dialog box is open, displaying the following information:

Line Item Information:

- Number: 2400
- Total Quantity: 1.00
- Description: ADP COMPONENTS

Sort by: ☒ Date ☐ Location

Date	Quantity	Location
11-Oct-2006	1.00	17 TRSS/TSN - FUTSDR

Buttons on the right side of the dialog box:

- Global Chg...
- Add
- Delivery
- POP
- Change
- Copy
- Delete
- View
- OK
- Cancel

The background window shows a list of folders and their associated dates and users:

- Folder: Committee Reviews (02 SEP 05 19:05 drasmuss)
- Folder: New PRs (10 JUN 05 16:09 dbailey)

The taskbar at the bottom shows the Start button, several open applications (Inbox - Microsoft O..., \\gdf-fs-005\17ms..., Procurement De..., Document1 - Micro...), and the system clock (October 11, 2006 6:06 PM).



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PD2 MODIFICATIONS



When we will do a unit price change.

Put the amount of the change in the middle block

Tab and you will get the change

Click OK

Procurement Desktop - Defense

File Edit Line Items Document Options Window Help

Line Item Detail Modifications

Detail Description Pricing Funding Shipping Payment Local Info

Line Item Number: 2400 Contract Type: Change IDC Type: N/A Hand Carry: ☐

NSN: Search 7050-CO-MPO-NENT CLIN Type: Priced Info Only

Description: ADP COMPONENTS

Extended Description: PRINTER, COLOR LED, 120 V (ENGLISH)
MFR: OKIDATA MODEL: C9500DNX
P/N: 62417607
Includes shipping

Item Information	Quantity	Unit Price	Line Item Cost
Amount of Mod.	1.00	3,995.00	3,995.00
	0.00	50.00	0.00
New Totals	1.00	3,995.00	3,995.00

Unit of Issue: Each Options: Opt # Cost Constraint

Stepladder Pricing: ☐ Test Type: No Test ☐ Exhibit ☐ Include Sublines

Template: FFP N/A - Default

Global Chg Test Info Delivery

CLIN Add Insert SubCLIN Add Insert Delete Associate OK Cancel

Folder Closeout 16 SEP 05 13:17 dbailey

Folder Committee Reviews 02 SEP 05 19:05 drasmuss

Ready October 11, 2006 6:06 PM

Start | Inbox - Microsoft Outlook | \\gdf-fs-005\17msg\17C... | Procurement Desktop... | Document1 - Microsoft W... | 6:07 PM



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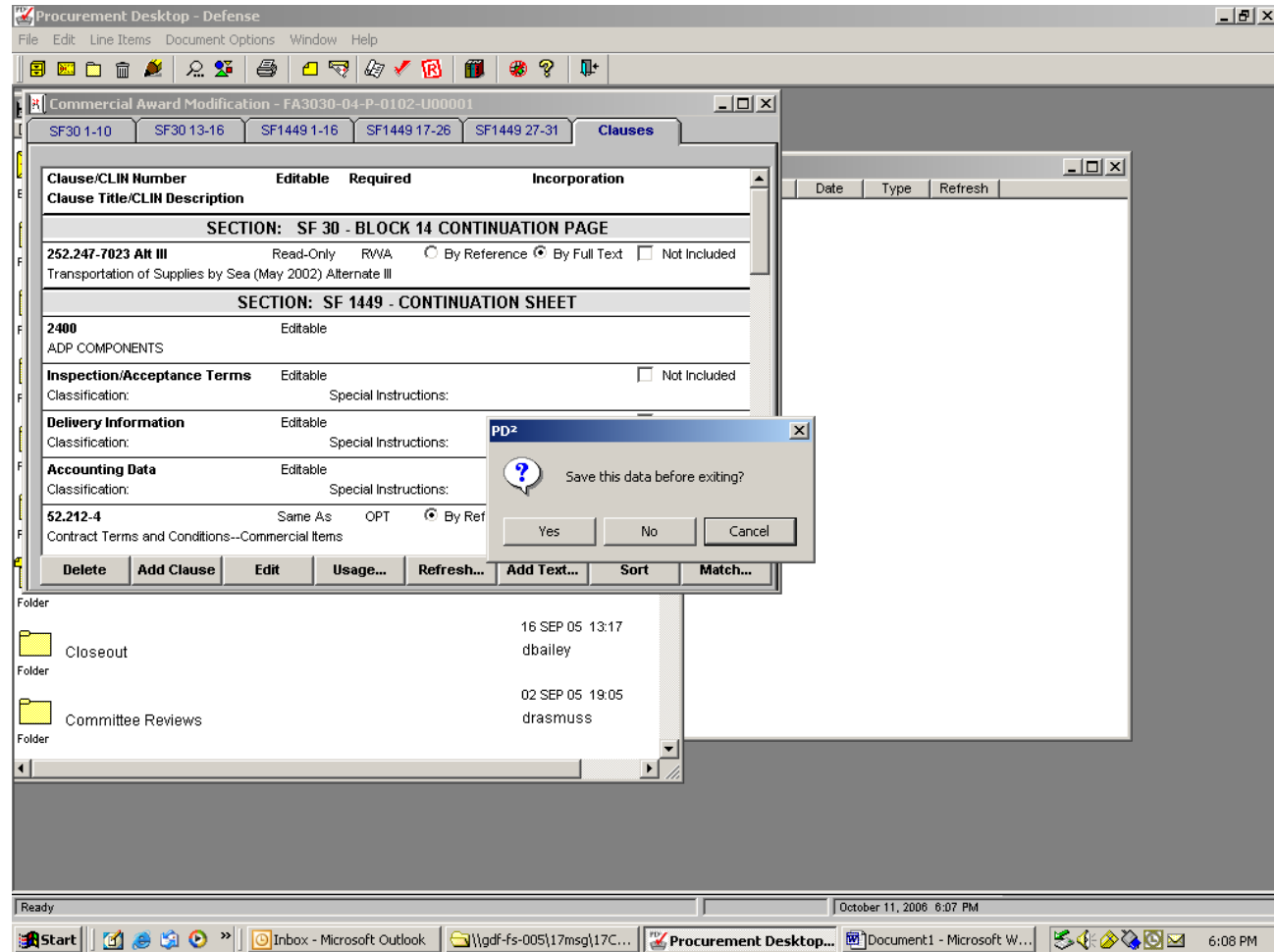
PD2 MODIFICATIONS



If all is good.

- Close out of your document and **SAVE**

2. Click on the Yes



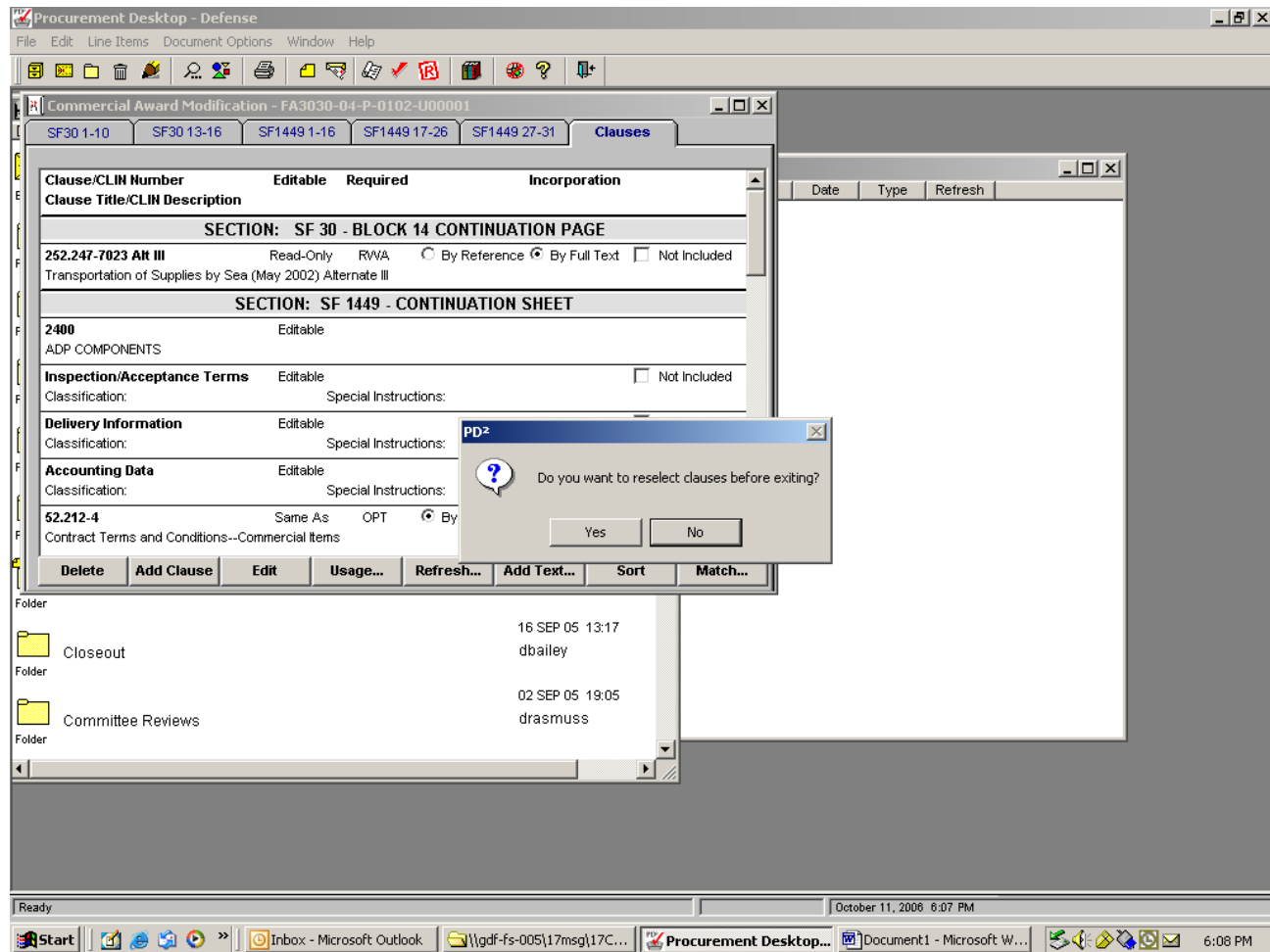


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PD2 MODIFICATIONS



Click on the **No**





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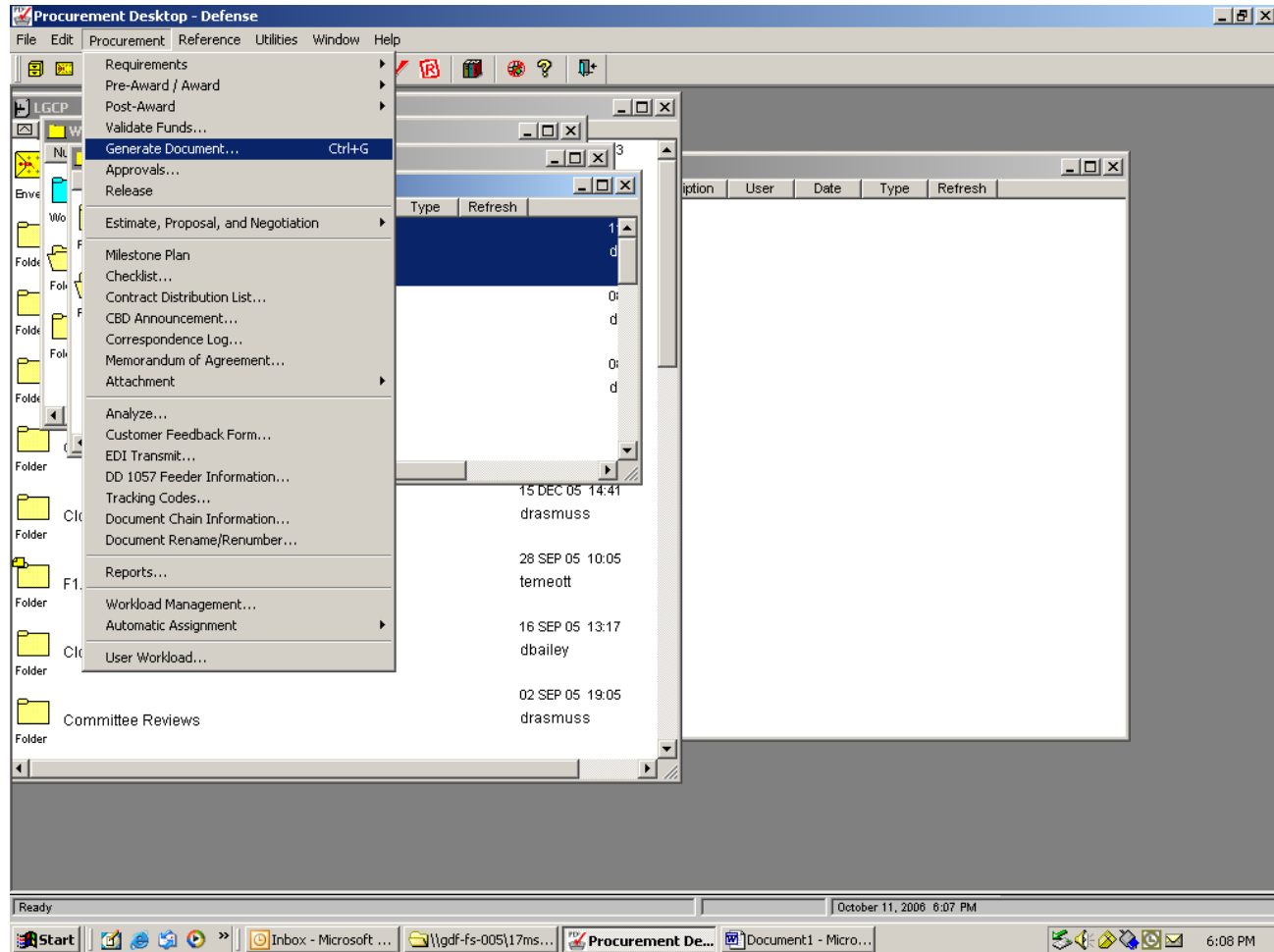
PD2 MODIFICATIONS



Highlight your document

Click on Procurement

Click on Generate Document



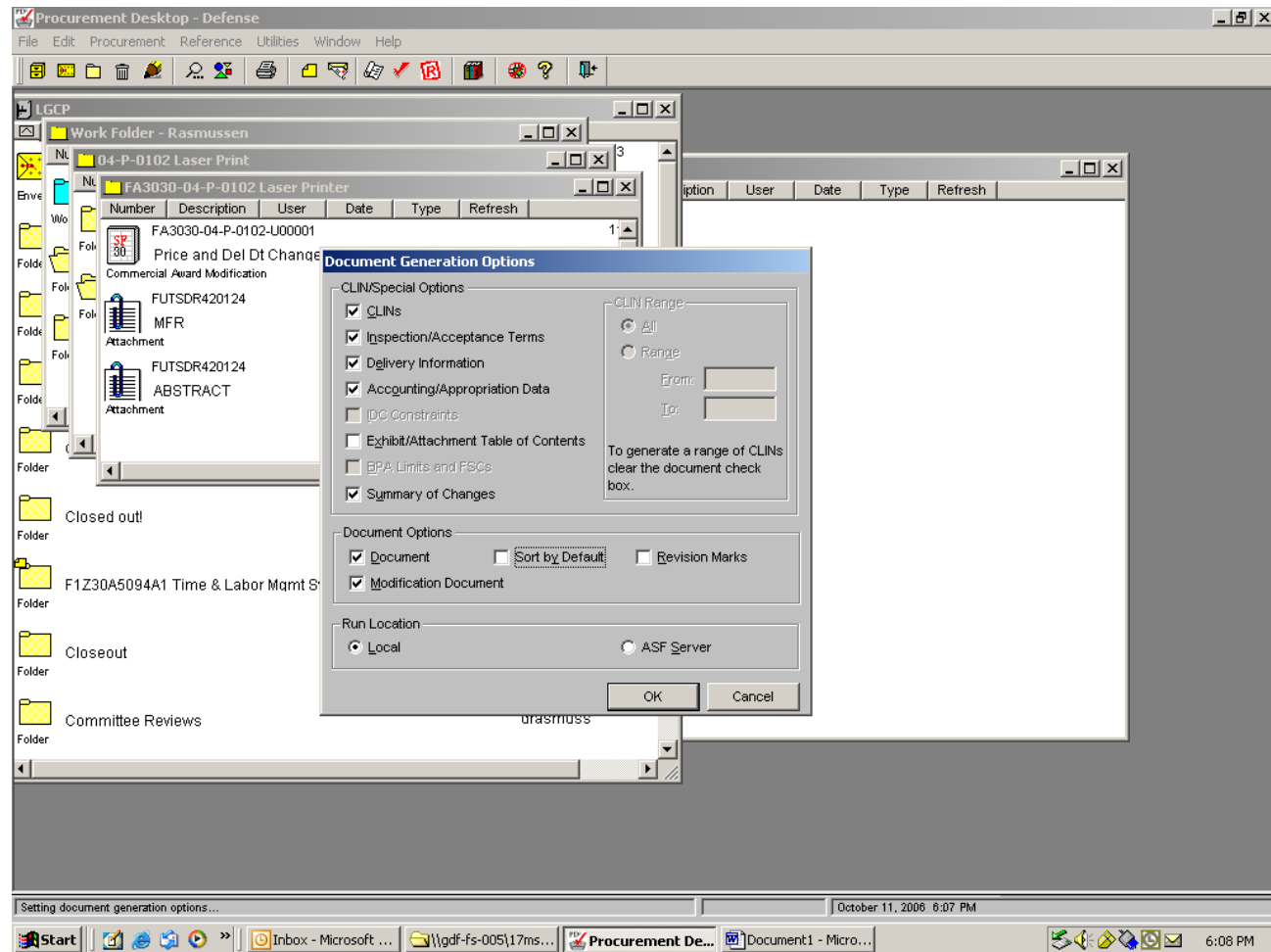


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PD2 MODIFICATIONS



1. **UNCHECK**
"Sort by Default"
2. **Leave every-**
thing else
Checked
3. **Click OK**



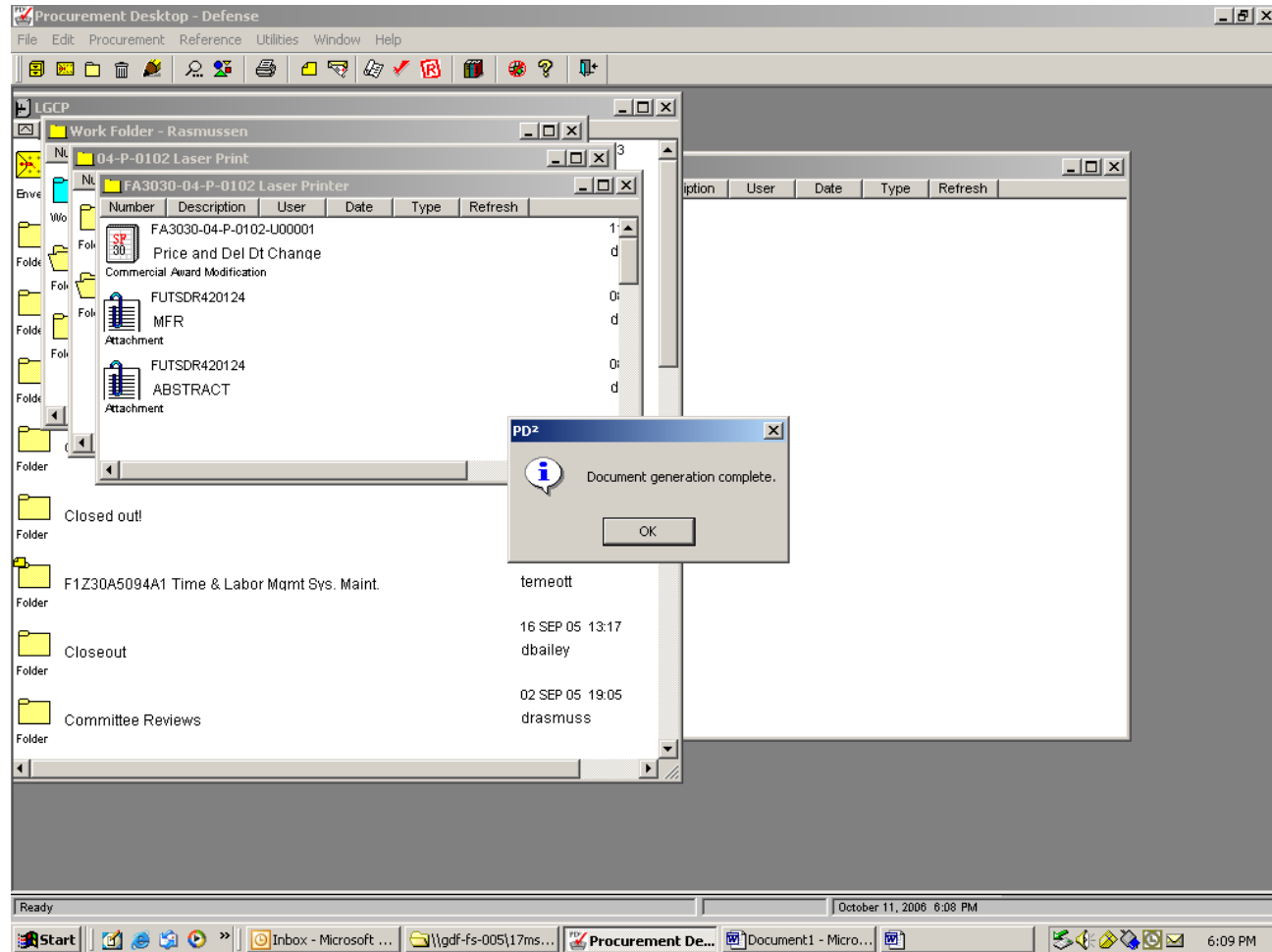


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PD2 MODIFICATIONS



Click on the OK





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PD2 MODIFICATIONS



Open your file

Click on
Document
Options

Click
Modifications

on next screen

Click on
Summary of
Changes”

The screenshot shows the 'Procurement Desktop - Defense' application. The 'Document Options' menu is open, with 'Modification...' selected. The main window displays the '0102-U00001' contract details. The 'Modifications' tab is active, showing a list of modifications. The 'Summary of Changes' window is open, displaying a list of changes with columns for 'Date', 'Type', and 'Refresh'.

Date	Type	Refresh
16 SEP 05 13:17	dbailey	
02 SEP 05 19:05	drasmuss	



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PD2 MODIFICATIONS

DO NOT CHANGE THE SYSTEM GENERATED “SUMMARY OF CHANGES”

1. Add Text
2. Edit Text

The screenshot displays the 'Procurement Desktop - Defense' application. The main window is titled 'Commercial Award Modification - FA3030-04-P-0102-U00001'. It features a table with the following columns: Section, Clause Number, Clause Title/Description, and Incorporation. The table contains two rows: one for 'SF 30' with 'N/A' and 'Purpose', and another for 'SF 30' with 'N/A' and 'Summary of Changes'. Below the table are buttons for 'Delete', 'Add Clause...', 'Edit', 'Usage', and 'Add Text...'. A secondary window is open, showing a list of folders: 'Closeout' and 'Committee Reviews'. The 'Closeout' folder is selected, and its details are shown: '16 SEP 05 13:17 dbailey' and '02 SEP 05 19:05 drasmuss'. The Windows taskbar at the bottom shows the date as 'October 11, 2006 6:20 PM' and the time as '6:21 PM'.

Section	Clause Number	Clause Title/Description	Incorporation
SF 30	N/A	Purpose	
SF 30	N/A	Summary of Changes	

Buttons: Delete, Add Clause..., Edit, Usage, Add Text...

Folder List:

- Closeout (16 SEP 05 13:17 dbailey)
- Committee Reviews (02 SEP 05 19:05 drasmuss)



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PD2 MODIFICATIONS



1. State the purpose
2. Identify what the modification is changing
3. This should be clear to any party reading the modification
4. May need to add the "Release of Claims"
5. No need to add "No other changes..." already on form

The screenshot shows a Microsoft Word document titled "pd24809 - Purpose". The document content is as follows:

The purpose of this modification is to change the price of CLIN 0001, total of the order, and change the delivery date.

A. The unit price and amount of CLIN 0001 is changed:
From: \$3,995.00 To: \$4,045.00 respectively
A net increase of \$50.00

B. Block 25 of the SF 1449 is changed:
From \$3,995.00 To: \$4,045.00
A total increase of \$50.00

C. The delivery date is hereby changed:
From: To:

Note: This has been coordinated between Brenton Dumas at 17th Contracting and John Doe of XX XXXX, on 12 Oct 2006.

—

At the bottom of the window, a status bar indicates: "pd24809: 489 characters (an approximate value)."



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PD2 MODIFICATIONS



DO NOT CHANGE THE SYSTEM GENERATED “SUMMARY OF CHANGES”

1. Open System Generated Summary of Changes
2. Add to the title something to the effect:

“GENERATED BY THE CONTRACTING SYSTEM”

SUMMARY OF CHANGES GENERATED BY THE CONTRACTING SYSTEM

SECTION SF 1449 - CONTINUATION SHEET

SOLICITATION/CONTRACT FORM

The total cost of this contract was increased by \$50.00 from \$3,995.00 to \$4,045.00.

SUPPLIES OR SERVICES AND PRICES

CLIN 2400

The unit price amount has increased by \$50.00 from \$3,995.00 to \$4,045.00.

The total cost of this line item has increased by \$50.00 from \$3,995.00 to \$4,045.00.

ACCOUNTING AND APPROPRIATION

Summary for the Payment Office

As a result of this modification, the total funded amount for this document was increased by \$50.00 from \$3,995.00 to \$4,045.00.

CLIN 2400:

AA: 5743400 304 6436 613470 030000 63710 84734F 660700 F60700 was increased by \$50.00 from \$3,995.00 to \$4,045.00

DELIVERIES AND PERFORMANCE

The following Delivery Schedule item for CLIN 2400 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
23-SEP-2004	1	17 TRSS/TSN - FUTSDR MAJOR KILLGORE 131 FLIGHTLINE AVE BLDG. 112 GOODFELLOW AFB TX 76908 325-654-3925	FUTSDR

Read pd24808: 1,176 characters (an approximate value).

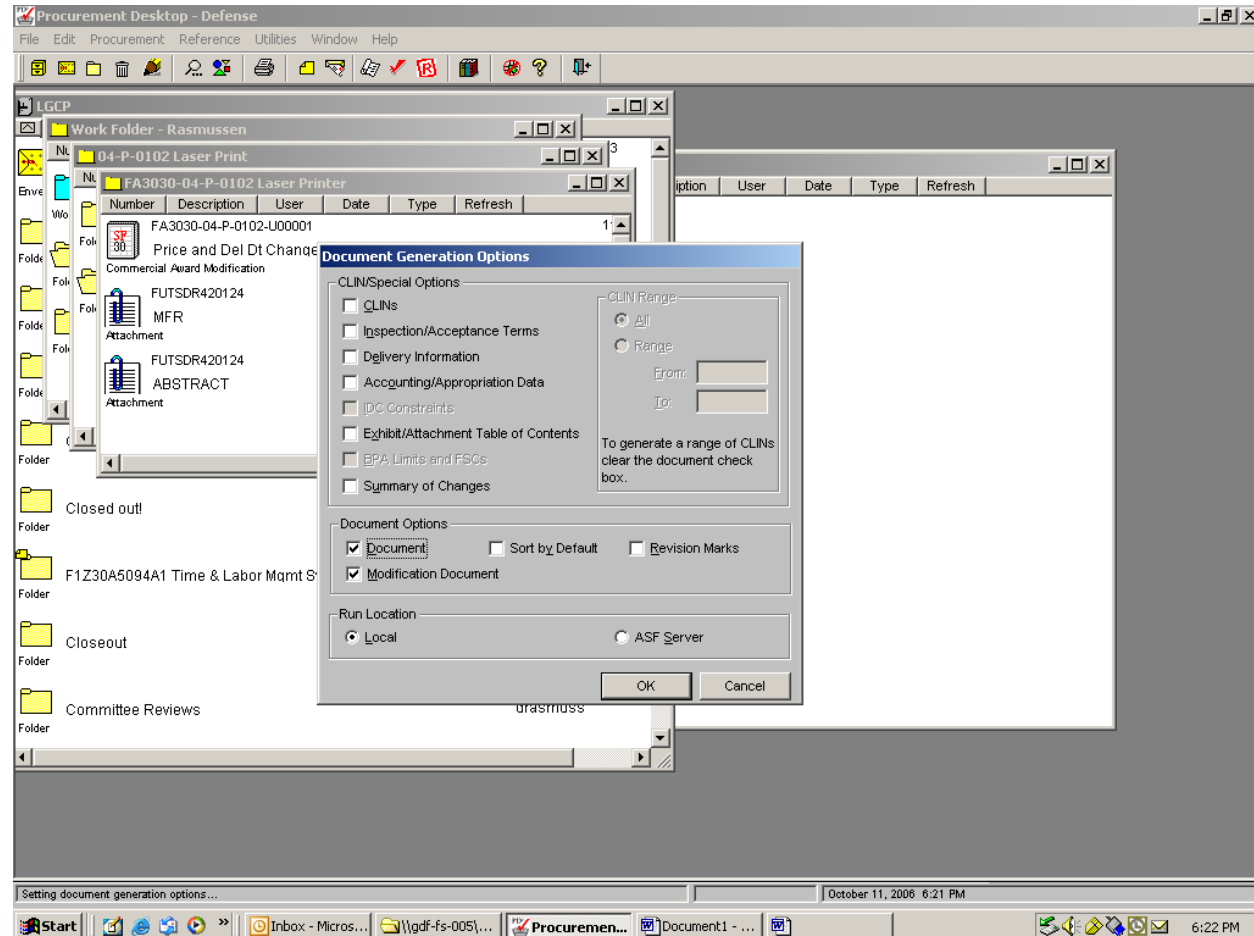


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PD2 MODIFICATIONS



1. **UNCHECK**
“Sort by
Default”
2. **Ensure
Document and
Modification
Document is
checked**
3. **Click OK**



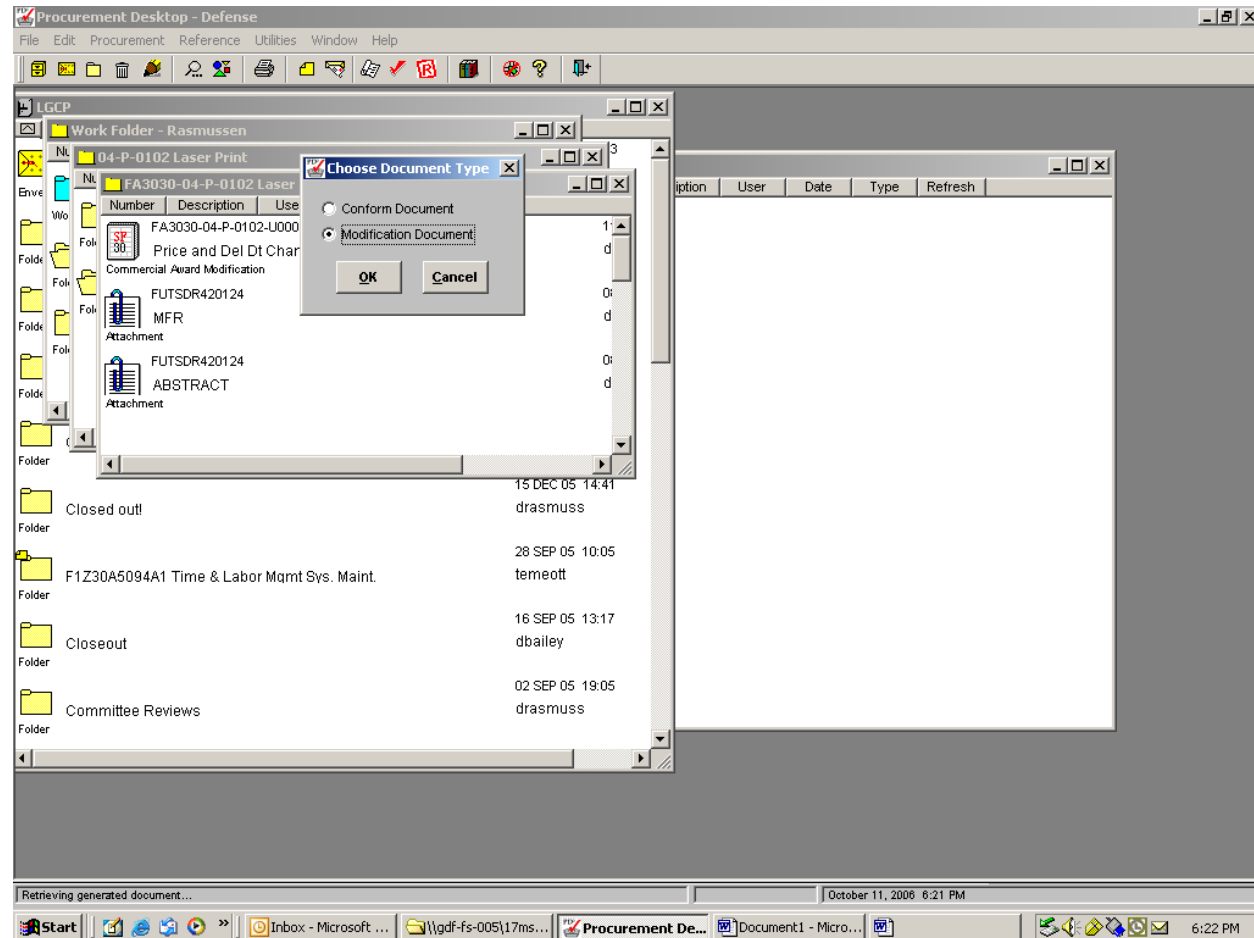


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PD2 MODIFICATIONS



1. To view your modification
2. Click on your modification
3. Right Click
4. Print Preview
5. Check Modification Document
6. Click OK



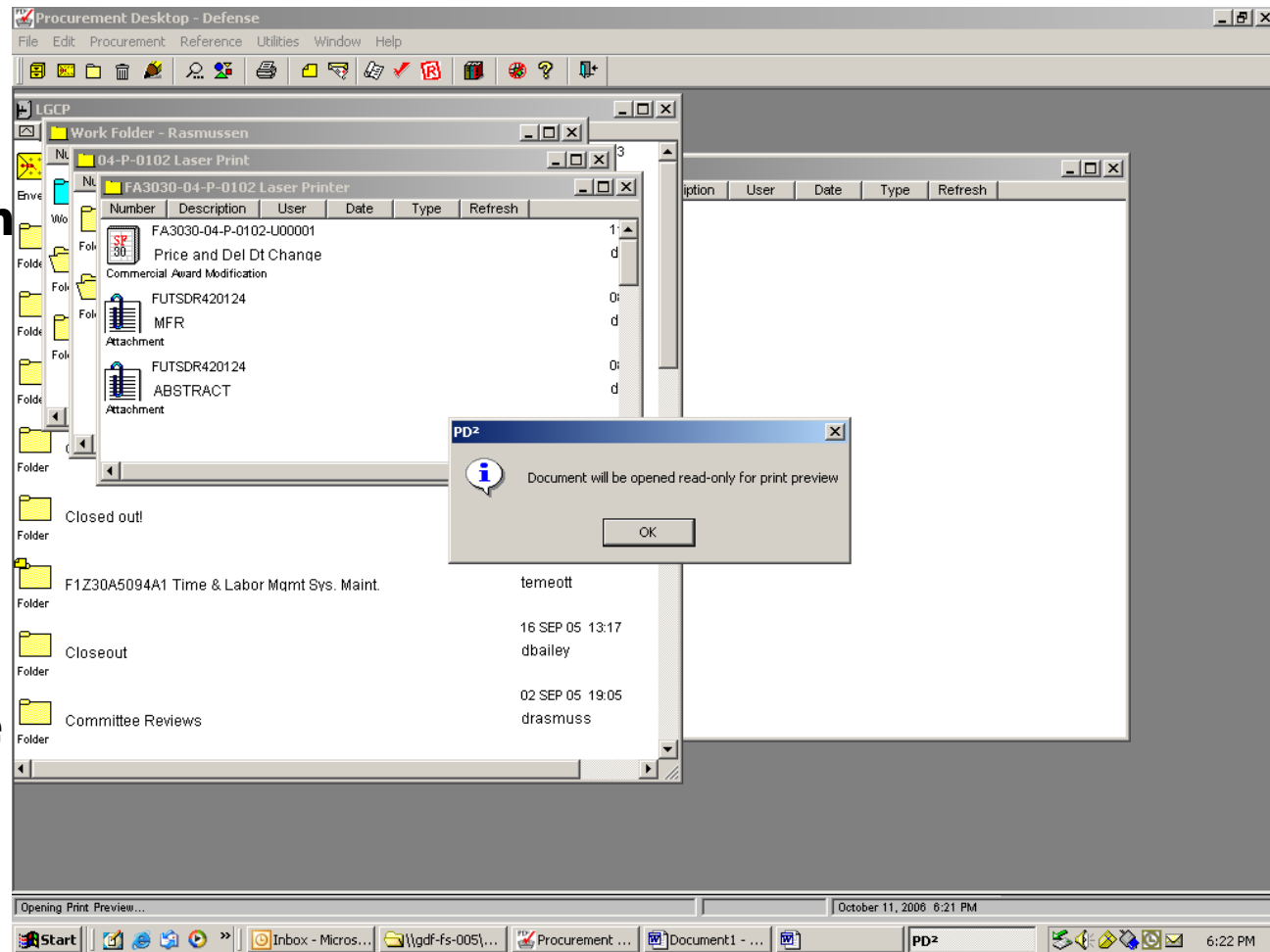


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PD2 MODIFICATIONS



1. Click OK
 2. If the document is in the format you like
 3. Forward to your CO for signature
- (If you work for Ms Rasmussen be ready to work a while until pages look good and the clauses are not divided up.)





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PD2 MODIFICATIONS



- QUESTIONS